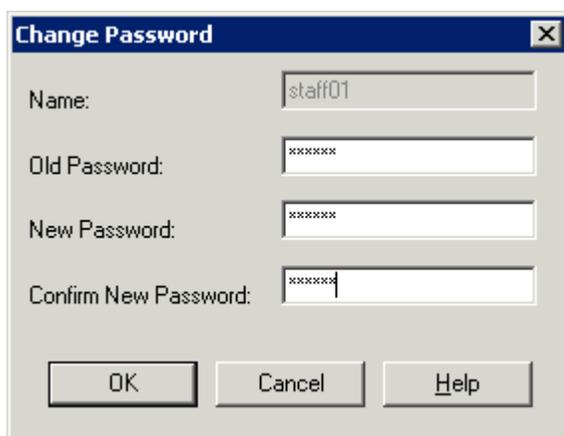


CRIS ACCESS CODE INSTRUCTIONS

When you enter your user NAME and PASSWORD for the first time, you will be prompted to change your password. Passwords expire every 180 days.

- Type in your old password
- In the **New Password** box, type a password of your choice. Passwords must be ***at least six*** (6) and no more than thirty (30) characters in length. Any combination of numbers and letters can be used.
- Re-type the new password again in the **Confirm New Password** box.
- Click on **OK** to complete.



A screenshot of a 'Change Password' dialog box. The title bar reads 'Change Password'. It contains four text input fields: 'Name' (with 'staff01' entered), 'Old Password' (with 'xxxxxx' entered), 'New Password' (with 'xxxxxx' entered), and 'Confirm New Password' (with 'xxxxxx' entered). At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

A confirmation message will appear. Click **OK**.



If you get an error message, click **OK** and repeat the steps above.



Problems or questions? Contact the **CRIS Support Center, 301-496-8400**